

**Information Network of Kansas  
Board Meeting  
November 1, 2007**

The November 1, 2007 meeting was held at the KDOT Office, 700 SW Harrison, 2<sup>nd</sup> Floor, Topeka, KS 66603. At 9:59 a.m. on behalf of Chairman Yunk, Treasurer Thornburgh called the meeting to order.

The following Board members and proxy were present: Stan Ahlerich, Tim Blevins, Denise Moore, Dennis Slimmer, Ron Thornburgh, and Tom Winters. Others present were: Jim Hollingsworth, INK Executive Director; Phil Elwood, INK General Counsel; Lisa Counts, Scott Morrison, DiAnna Wages, and Wayne Dirks, Kansas Information Consortium (KIC); Dan Korber, Kansas, Inc.; Pat Michaelis and Matt Veatch, Kansas Historical Society.

**Approval of Minutes**

Thornburgh referred to the Minutes of the October 4, 2007 meeting and requested corrections.

A motion was made by Slimmer to approve the October 4, 2007 Minutes. Seconded by Winters. Motion carried.

**Executive Director Report**

Hollingsworth introduced Michaelis and Veatch from the Kansas Historical Society, and they provided an overview of the Kansas Memory project, funded by an INK Grant.

“Kansas Memory has been created by the Kansas State Historical Society to share its historical collections via the Internet. It supports the mission of the Society – to identify, collect, preserve, interpret, and disseminate materials and information pertaining to Kansas history in order to assist the public in understanding, appreciating, and caring for the heritage of Kansas. Kansas Memory provides a very tangible means of fulfilling the vision of the KSHS, which is to enrich people's lives by connecting them to the past. The Information Network of Kansas grants program provided funding for some of the technical infrastructure and for the creation of the content for the teachers’ portion of Kansas Memory. KSHS content from Territorial Kansas Online, a project supported by funding from the Institute of Museum and Library Services, is incorporated into this site.”

- Kansas Memory website

Hollingsworth provided the Board with the Executive Director Report, requesting any questions or clarifications.

Hollingsworth noted the ITEC Council (Executive council comprised of private and public representatives charged with the adoption of IT policies for the state enterprise) held a joint meeting with the Joint Committee on Information Technology (JCIT) on October 18, 2007 to discuss the goals and objectives for the State Information Management (SIM) Plan; noting an overview of the SIM Plan draft and the Project Management refresh was presented. Hollingsworth noted this meeting provided an opportunity to incorporate JCIT goals into the plan and may become a regular meeting in the future.

At 10:30 a.m. Michaelis and Veatch were excused from the meeting.

Hollingsworth attended the National Information Consortium (NIC) User Partner Conference, held in Portland, Oregon, noting several presentations and new applications were featured during the Conference, including on-the-spot motor vehicle registration, security issues, partner portal enhancements, etc. Overall, the Conference provided an opportunity to network with other states to see what they were doing in these areas, and in particular, the searchable database (partner portal enhancements) would provide an excellent resource for future application development. Discussion ensued regarding the Conference.

Counts noted KIC had been using the partner portal database for about a year in-house, and had provided useful insight on several applications, including potential mobile applications.

Slimmer noted partnering with Colorado on cross-state applications would provide several opportunities, such as with I-70 closings, etc.

Hollingsworth provided the Board with an update on the Board of Tax Appeals (BOTA) Case Management System Grant, noting the grant end date was December 2007, and they had yet to make complete payment to their vendor; BOTA planned on holding to the December completion date, noting they were withholding payment to the vendor until the project was complete and delivered. Discussion ensued.

Blevins suggested extending the grant till July 1, 2008 to ensure funds would not be moved into unrestricted funds, due to expiration of the grant.

Thornburgh noted this would not diminish BOTA's position with the vendor, as this extension was intended for the grant only, not the project.

A motion was made by Blevins to extend the Board of Tax Appeals Case Management System Grant to July 1, 2008. Seconded by Winters. Motion carried.

Hollingsworth noted the Board had aligned both the fiscal year and the calendar year for INK, and the business plan and budgets would be reviewed during the January and February meetings. Hollingsworth requested the Board determine whether a 6 or 18 month INK Financial audit would be appropriate for the organization.

Hollingsworth noted the Executive Director's office was in need of an equipment refresh, and he would further investigate options regarding necessary equipment.

Hollingsworth requested Board authorization to open a new bank account which had been requested by KIC. This account would be owned by INK, and was requested to simplify accounting, as regular payments were currently co-mingled with returns. Hollingsworth supported KIC's request.

A motion was made by Winters to authorize Hollingsworth to open a new account to separate regular payments from returns. Seconded by Ahlerich. Motion carried.

### **Network Manager Report**

Counts provided the Board with an overview of the Network Manager Report, requesting any questions or clarifications.

Counts noted KIC had met with the Department of Agriculture, and there was much interest in putting their forms and services on the portal. Over the next few years, there could be several opportunities with the Department of Agriculture, and KIC would work with them to prioritize and accomplish their goals.

Thornburg requested clarification regarding how KIC would adapt to the increased workload from these opportunities. Counts suggested several methods to accommodate these additional opportunities, from bringing in additional resources from NIC, such as an "architect," utilizing ideas from other portals, expanding the number of employees working on these projects, fee increases, etc. Overall prioritization would be crucial to completing these tasks, and proposals would be brought before the Board if needed.

Counts noted the CyberTrust on-site security audit visit was held during October 2007, as part of the yearlong certification process.

Counts noted the District Court project continued to grow, with 21 courts online during October and 90 contracts in the process of being completed. Hollingsworth noted the significance of the Shawnee County District Court

being back online, based on previous data and customer service issues. Hollingsworth also noted a call from the FBI regarding access to the District Court information.

Counts noted the centralized billing system was still set for a December 1, 2007 move.

Counts noted the 3<sup>rd</sup> Annual PKI Clinic went well, with over 70 individuals attending from state agencies, county and city government, and the legislature.

Counts noted the NIC Partner Conference went well and provided for cross collaboration among state portals.

Counts noted NIC would be moving into a new corporate office in the near future.

Counts noted there were no Service Request(s) for October 2007.

Counts noted there were three new Contract(s) for the Board to review from October 2007:

- The **Kansas Board of Emergency Medical Services** requests INK assistance for providing ambulance license renewals.
- The **Decatur County District Court Searches** requests INK assistance for providing online district court searches.
- The **Osborne County District Court Searches** requests INK assistance for providing online district court searches.

A motion was made by Winters to approve the Contracts between INK and the Kansas Board of Emergency Medical Services, Decatur County District Court, and Osborne County District Court. Seconded by Slimmer. Motion carried.

Counts noted page 7 of the Network Manager Report, the Monthly Site Access figure had been adjusted to more accurately reflect usage.

Hollingsworth suggested the Board forgo the December 6<sup>th</sup> Board meeting for a holiday dinner with JCIT on December 18<sup>th</sup>, CITO's, and INK General Counsel. Hollingsworth would provide the Board with further information regarding this meeting.

Counts referred the Board to the memo regarding the Payment Engine Outage Report on October 27-28, 2007. On October 27, 2007, planned maintenance was completed to comply with security patch requirements and daylight savings modifications. Maintenance was completed during the State of Kansas' weekly maintenance window and only 11 transactions failed during this time, during the last hour of this period. On October 28, 2007 the NIC Payment Engine and the Kanpay service became unavailable, as the NIC Central Data Center experienced firewall cluster problems. Service was restored before normal business hours, providing minimal impact to customers and resulting in only five failed transactions during this period. Total outage was 3 hours 32 minutes.

Hollingsworth noted the outage triggered the penalty clause in the contract, as the maximum outage was exceeded by 32 minutes. A penalty of \$2,000 per hour per application, with a \$20,000 maximum was an option. Discussion ensued.

Thornburgh outlined the Board's options to waive the penalty or apply a reasonable penalty as defined by the contract, noting KIC had responded quickly and there was minimal impact on the portal.

Winters supported waiving the penalty, as there was minimal impact on the portal.

A motion was made by Winters to waive the penalty clause for the Payment Engine Outages reported on October 27-28, 2007. Seconded by Ahlerich. Motion carried.

A motion was made by Winters to authorize Thornburgh to sign the October 2007 Contracts on behalf of the Chairman. Seconded by Slimmer. Motion carried.

### **Treasurer's Report**

Thornburgh provided the Board with an overview of the INK Financials for the period ending September 30, 2007. Thornburgh noted there were no major anomalies in the financials, highlighting revenues were up and percentage of cost was down. Discussion ensued regarding the report.

A motion was made by Ahlerich to accept the INK Financials for the period ending September 30, 2007 and file for audit. Seconded by Winters. Motion carried.

### **INK Counsel**

Elwood provided the Board with an overview of the Conflict of Interest Policy, which was based heavily on Internal Revenue Service (IRS) guidelines. Several definitions were included in the policy, and Elwood provided general discussion regarding what would be covered under the policy. Several Board members have already filed a conflict of interest statement, which would be on file with the Secretary of State.

Winters noted the document was fairly simple, but requested clarification regarding personal/professional conflicts of interest, as everyone on the Board could potentially have a professional conflict of interest with normal business matters discussed by the INK Board. Elwood noted the differences between potential personal/professional conflicts of interest, and suggested a revision of the document.

Elwood noted a NIC representative is pursuing ongoing issues with the Iron Mountain Contract on behalf of INK, and updated the Board regarding the LCC and Revisor of Statutes contracts with the Legislature. Elwood noted the issue resides with the Legislature requiring INK to indemnify them, which according to DA146A, which INK is required to attach to all contracts, there were specific provisions against this. Elwood noted he may have the contract issues resolved by the next meeting and would proceed accordingly.

### **Other Business**

Ahlerich provided an update regarding potential Board members, and a list of four individuals had been produced: Amy Blankenbiller; Ed Rolf, Don McNealy, and Don Moler. Discussion ensued.

A motion was made by Ahlerich to move forward with these names contingent on contacting these individuals. Seconded by Winters. Motion carried.

Elwood noted the INK Bylaws had been fully signed and approved.

### **Adjourn**

With no further business, at 11:59 a.m., Thornburgh requested a motion to adjourn the meeting. A motion was made by Blevins to adjourn the meeting. Seconded by Winters. Motion carried.

Respectfully submitted



Joan Wagnon  
Secretary